

# INTER-OFFICE MEMORANDUM

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## Office of Accounts and Control

**TO:** Chief Financial Officers  
State Departments and Agencies

**DATE:** April 24, 2003

**FROM:** Lawrence C. Franklin, Jr., State Controller

**SUBJECT:** "How To" Memos from Purchasing

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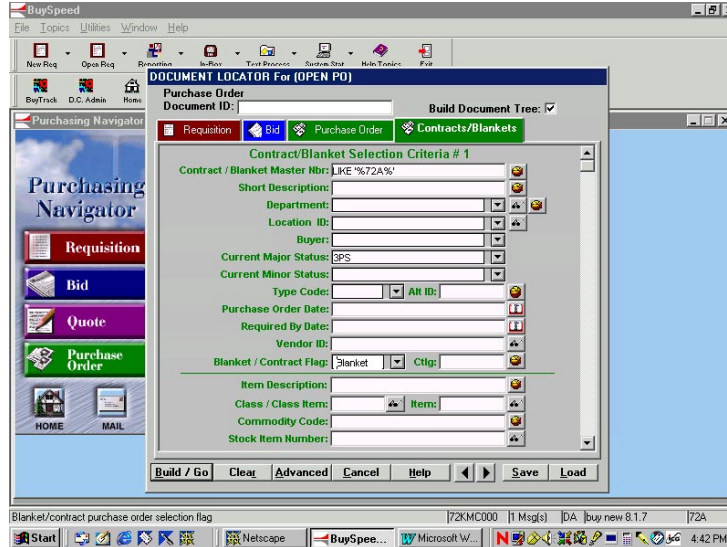
Attached please find three memo's related to Purchasing Procedures.

/hh  
CFO:03-52

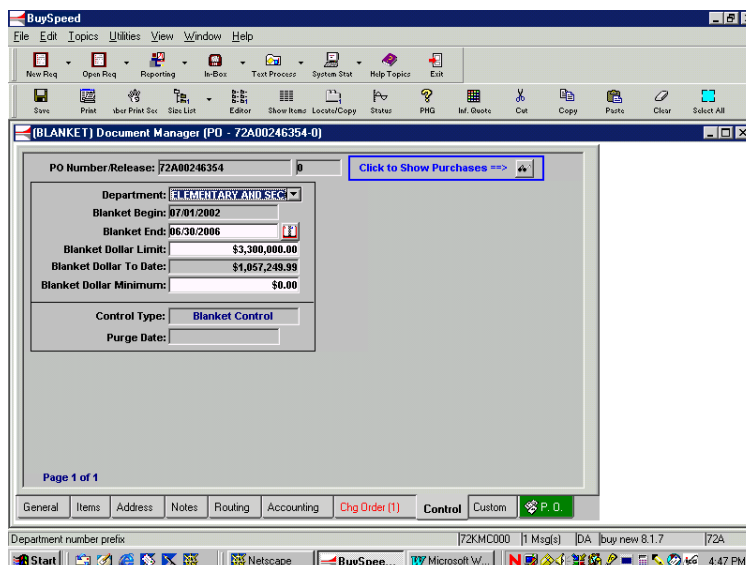
## "HOW TO" CLOSE A BLANKET PURCHASE ORDER RELEASE

Open Market Purchase Orders and Blanket Purchase Order Releases encumber funds. On a Release you can encumber any amount up to the Control Value set in the Blanket Master. You can increase or reduce encumbered funds by creating change orders. When you increase or reduce a release, the ability to create additional releases is affected. Increasing a release reduces the amount of funds available for future releases or increasing change orders. Reducing a release makes more funds available for future releases or encumbrances. At the end of each fiscal year, blanket releases with prior fiscal year accounts must be closed and new releases created using the new fiscal year accounts. It is important that when releases are closed that the unused balance of the PO release be made available. However, remember, once a PO has been closed you can no longer make payments or post receipts, so be careful.

1. If you want to look at Blanket Masters you click on the "Contracts/Blankets" Tab. **NOTE:** Entering a major status of 3PS ("sent") will retrieve only active blankets.



2. In the sample below, the Controls for grants to the Town of Jamestown are a blanket period end date of 6/30/2006 and a maximum expenditure level (Control Value, Blanket Dollar Limit). The "blanket dollar to date" field is the total of all releases made against the Blanket Master. In this instance, the agency can create additional releases for up to an additional \$2,242,750 between now and June 30, 2006. If the purchase orders are closed through the final pay process, the encumbrance would be offset by a "z" transaction. However, it would not reduce the amount in the "dollar to date" field. To assure that unspent release encumbrances reduce the amount in this field, the User should close the Release using the procedure below.



- Find the PO or a series of POs through the Document Locator Screen. In the sample below, the criteria will limit the documents "found" to "blanket" type purchase orders in location 72A with a PO number containing "72A", in "partial receipt" status. **NOTE:** By entering a major status on the Document Locator screen like "partial receipt" or "complete receipt" you will avoid retrieving documents which have already been closed or cancelled. By entering the location prefix of the PO number ("72A") all MPA (68M) releases will be excluded from the search. If you want to look only at MPA releases enter "68M" in the PO number field.

**Document Locator For (OPEN PO)**

Purchase Order Number: LIKE "%72A%"

Short Description:

Department:

Location ID: 72A

Buyer:

Current Major Status: 3PPR

Current Minor Status:

Type Code:

Alt ID:

Purchase Order / Updated Date:

Required By Date / Vendor ID:

Blanket / Contract Flag: Blanket

Ctlg:

Item Description:

Class / Class Item:

Item:

Commodity Code/Stock Item Nbr:

Total Item / Unit Cost:

Date Last Updated:

Buttons: Build / Go, Clear, Advanced, Cancel, Help, Save, Load

- In the sample there are two releases for "Jamestown" in partial receipt. Open the document by double-clicking on the document number. Click on the PO Header Status field drop down list and select "closed."

**(BLANKET) Document Manager (PO - 72A00246354-1)**

Purchase Order: PO Partial Receipt

Status: PO Partial Receipt

Description: PO Complete Receipt

Department: 3PCO

Fiscal Year: 3PCO

Purchase Order: 3PRT

Actual Cost: 3PCA

Vendor: JAMESTOWN TOWN OF

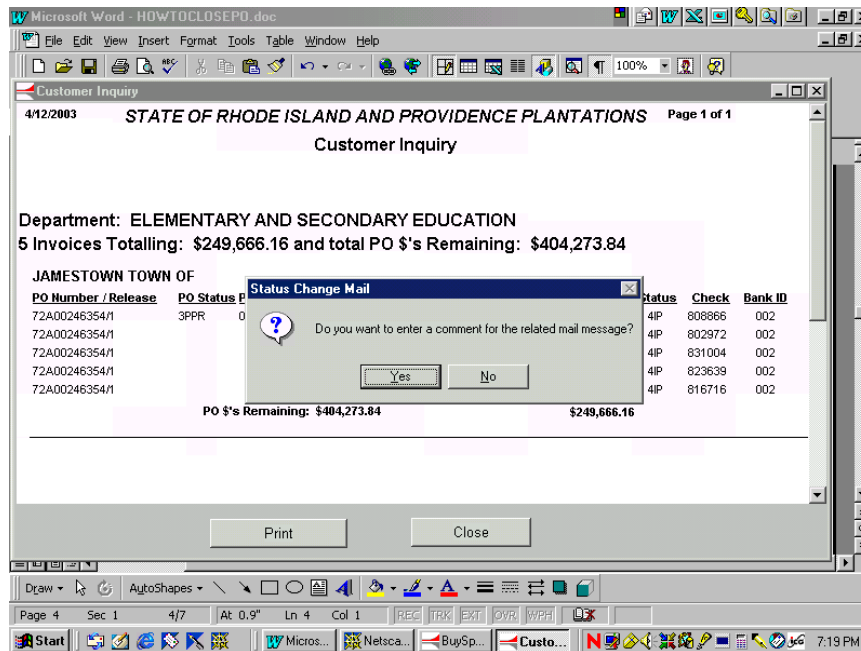
Item	Prt. Seq.	Description	Quantity	UOM	Unit Cost	Total	Freight
1	1.000	2003 GENERAL STATE AID	341,105.00	EA	1.00	\$341,105.00	0.0
2	3.000	2003 TEXTBOOK	0.00	EA	1.00	\$0.00	0.0
3	4.000	2003 STUDENT	17,608.00	EA	1.00	\$17,608.00	0.0
4	5.000	2003 STUDENT EQUITY	41,289.00	EA	1.00	\$41,289.00	0.0
5	6.000	2003 PROFESSIONAL	17,234.00	EA	1.00	\$17,234.00	0.0
6	7.000	2003 CHARTER SCHOOL	1,874.00	EA	1.00	\$1,874.00	0.0
7	8.000	2003 FULL DAY K STATE	18,501.00	EA	1.00	\$18,501.00	0.0
<b>Total Items</b>						<b>14</b>	<b>\$653,940.00</b>

Buttons: General, Items, Address, Notes, Routing, Accounting, Chg Order (1), Control, Custom, P. O.

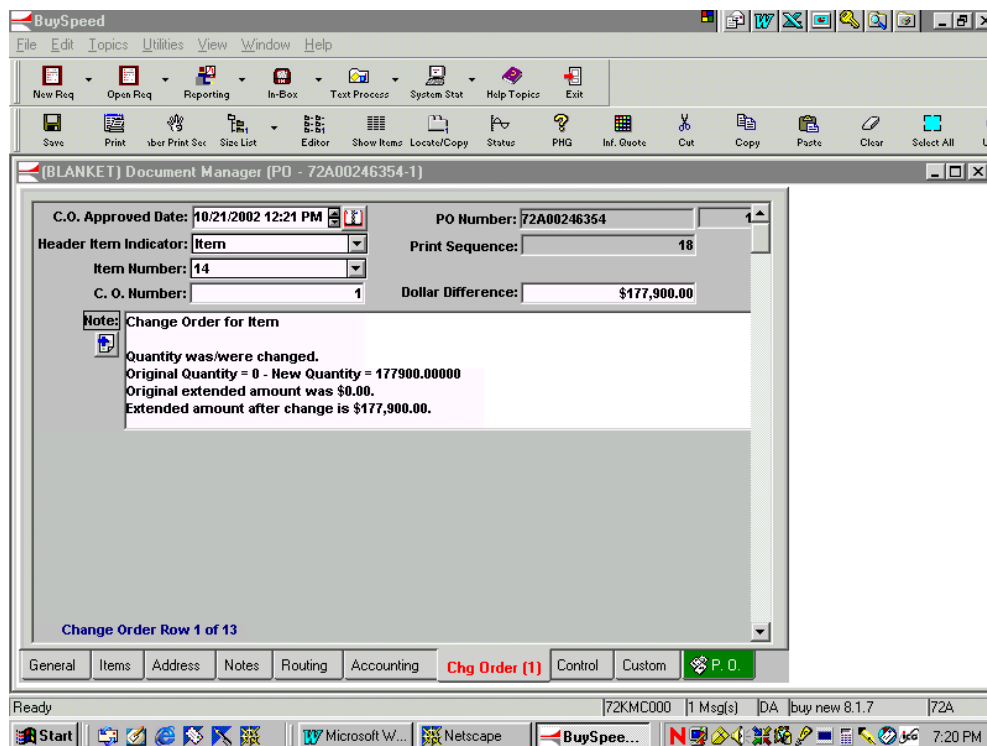
- 
- The screenshot displays the BuySpeed Document Manager application window. The title bar reads "(BLANKET) Document Manager (PO - 72A00246354-1)". The main window contains a form for a Purchase Order.
- Purchase Order Form:**
- Order:** PO Closed
  - PO Nbr:** 72A00246354
  - Description:** STATE AID 03 JAMESTOWN
  - Department:** ELEMENTARY AND SECONDARY EDUC
  - Fiscal Year:** 03
  - Purchaser:** CHRISTY, HELEN
  - Actual Cost:** \$653,940.00
  - Vendor:** 002680 JAMESTOWN TOWN OF
- SHIP TO:** RIDE MAIN OFFICE  
255 WESTMINSTER ST, 6TH FLOOR  
PROVIDENCE RI 02903
- Invoices Dialog Box:**
- ? Would you like to see the invoices for this PO?
- [Yes] [No]
- | Item               | Prt. Seq.  | Description           | EA        | EA | EA   | EA                  | Freight |
|--------------------|------------|-----------------------|-----------|----|------|---------------------|---------|
| 1                  | I 1.000 PR | 2003 GENERAL STATE    |           |    |      |                     | 0.0     |
| 2                  | I 3.000 CR | 2003 TEXTBOOK         | 0.00      | EA | 1.00 | \$0.00              | 0.0     |
| 3                  | I 4.000 PR | 2003 STUDENT          | 17,608.00 | EA | 1.00 | \$17,608.00         | 0.0     |
| 4                  | I 5.000 PR | 2003 STUDENT EQUITY   | 41,289.00 | EA | 1.00 | \$41,289.00         | 0.0     |
| 5                  | I 6.000 PR | 2003 PROFESSIONAL     | 17,234.00 | EA | 1.00 | \$17,234.00         | 0.0     |
| 6                  | I 7.000 PR | 2003 CHARTER SCHOOL   | 1,874.00  | EA | 1.00 | \$1,874.00          | 0.0     |
| 7                  | I 8.000 PR | 2003 FULL DAY K STATE | 18,501.00 | EA | 1.00 | \$18,501.00         | 0.0     |
| <b>Total Items</b> |            |                       | <b>14</b> |    |      | <b>\$653,940.00</b> |         |
- Buttons:** General, Items, Address, Notes, Routing, Accounting, Chg Order (1), Control, Custom, P. O.
- Status Bar:** Ready | 72KMC000 | 1 Msg(s) | DA buy new 8.1.7 | 72A

- 
- Customer Inquiry**
- 4/12/2003 **STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS** Page 1 of 1
- Customer Inquiry**
- Department: ELEMENTARY AND SECONDARY EDUCATION**
- 5 Invoices Totalling:**
- JAMESTOWN TOWN OF**
- | PO Number / Release | P  | Week | Bank ID |
|---------------------|----|------|---------|
| 72A00246354/1       | 31 | 866  | 002     |
| 72A00246354/1       |    | 972  | 002     |
| 72A00246354/1       |    | 004  | 002     |
| 72A00246354/1       |    | 639  | 002     |
| 72A00246354/1       |    | 716  | 002     |
- Partial Receipts (Condition #5A)**
- Purchase order: 72A00246354, including change orders, is only partially received.  
 It has original encumbrance dollars of \$653,940.00  
 The total amount of invoices paid is \$249,666.16  
 The amount that will be dis-encumbered is \$404,273.84  
 Do you want to close this purchase order?  
 Responding 'Yes' will:  
 Change the purchase order items to currently received quantities and invoiced dollars.  
 Create a change order reflecting those changes.  
 Save all current changes.  
 Responding 'No' will keep the current status.
- 
- 
- General Items Address Notes Routing Accounting **Chg Order (1)** Control Custom **P. 0.**
- Current header status [72KMC000] [1 Msg(s)] [DA] buy new 8.1.7 [72A]

7. If you click on the "yes" button, a message will appear asking if you want an email notification sent to the document originator regarding the change in status of the document. Click on "NO."



8. At this point you can review the "Customer Invoice Inquiry" Report and print it (click on print button below the report) if you wish. If ALL of the invoices are in either "Cancelled" (4IC) OR "Paid" (4IP) status, you will be able to proceed with closing the document. Click on the "close" button below the report. The system will bring you to the top of the "Change Order" screen. If there have been previous change orders you will be at the first one. In the sample there is a change order number "1" in the CO (change order) Number field and it was for adding data item "14" print sequence item "18." Scroll down until you see the first blank CO number field.



9. The system has not yet created the PO Close change order. It is giving you time to review the changes for all line items before you save the document. The "notes" field contains the automatically generated change order

description. If you cannot see the whole description, click into the "notes" field and you will be able to scroll up or down to review the wording. **NOTE:** The system creates a change order which explains that there was an automatic change order generated and what the changes were. Review all of the line item changes before you save because once you save there is no way to reverse the process. If you decide not to proceed, exit the document and, when you get a message asking if you want to save click on "NO." Your changes will not be saved and the document will revert to its previous status.

BuySpeed

File Edit Topics Utilities View Window Help

New Req Open Req Reporting In-Box Text Process System Stat Help Topics Exit

Save Print User Print Sec Size List Editor Show Items Locate/Copy Status PHG Inf. Quote Cut Copy Paste Clear Select All Use

(BLANKET) Document Manager (PO - 72A00246354-1)

C.O. Approved Date: 04/12/2003 07:21 PM PO Number: 72A00246354

Header Item Indicator: Item Print Sequence: 1.000

Item Number: 1.000 Dollar Difference: (\$226,835.16)

C.O. Number:

Notes

Quantity was/were changed.  
Automatic change order reducing item quantities generated due to PO close.  
Original Quantity = 341105.00000 - New Quantity = 114269.84000  
Original extended amount was \$341,105.00.  
Extended amount after change is \$114,269.84.

Change Order Row 3 of 13

General Items Address Notes Routing Accounting Chg Order (1) Control Custom P.O.

Notes [72KMC000 1 Msg(s) DA buy new 8.1.7 72A]

Start Microsoft W... Netscape BuySpee... 7:21 PM

- Once you are satisfied, click the "save" icon on the toolbar. The Change Order tab will show a new change order number. In the sample this changes from 1 to 2. The system will bring you to the first change order. If you scroll down you will see that the automatic change orders now have a change order number in the CO Number field.

BuySpeed

File Edit Topics Utilities View Window Help

New Req Open Req Reporting In-Box Text Process System Stat Help Topics Exit

Save Print User Print Sec Size List Editor Show Items Locate/Copy Status PHG Inf. Quote Cut Copy Paste Clear Select All Use

(BLANKET) Document Manager (PO - 72A00246354-1)

C.O. Approved Date: 04/12/2003 07:21 PM PO Number: 72A00246354

Header Item Indicator: Item Print Sequence: 1

Item Number: 1 Dollar Difference: (\$226,835.16)

C.O. Number: 2

Notes

Change Order for Item

Quantity was/were changed.  
Automatic change order reducing item quantities generated due to PO close.  
Original Quantity = 341105.00000 - New Quantity = 114269.84000  
Original extended amount was \$341,105.00.

Change Order Row 3 of 13

General Items Address Notes Routing Accounting Chg Order (2) Control Custom P.O.

Notes [72KMC000 1 Msg(s) DA buy new 8.1.7 72A]

Start Microsoft W... Netscape BuySpee... 7:22 PM



11. If you click on the PO tab, you will see that all of the line item statuses have been changed to "CO" (closed) and the amount of the PO has been reduced from \$653,940 to \$249,666.16.

**BuySpeed**

File Edit Topics Utilities View Window Help

New Req Open Req Reporting In-Box Text Process System Stat Help Topics Exit

Save Print Number Print Sec Size List Editor Show Items Locate/Copy Status PHG Inf. Quote Cut Copy Paste Clear Select All

**(BLANKET) Document Manager (PO - 72A00246354-1)**

**Purchase Order** PO Closed

PO Nbr: 72A00246354 1

Description: STATE AID 03 JAMESTOWN

Department: ELEMENTARY AND SECONDARY EDUC.

Fiscal Year: 03

Purchaser: CHRISTY, HELEN

Actual Cost: \$249,666.16

Vendor: 002680 JAMESTOWN TOWN OF

**SHIP TO** RIDE MAIN OFFICE  
255 WESTMINSTER ST, 6TH FLOOR  
PROVIDENCE RI 02903

**BILL TO** RIDE OFFICE OF FINANCE  
255 WESTMINSTER STREET  
PROVIDENCE RI 02903

Item	Qty	Seq.	Description	Quantity	UOM	Unit Cost	Total	Freight
1	1	1	CO 2003 GENERAL STATE AID	114,269.84	EA	1.00	\$114,269.84	0.00
2	3,000	CO	2003 TEXTBOOK	0.00	EA	1.00	\$0.00	0.00
3	4,000	CO	2003 STUDENT	5,898.51	EA	1.00	\$5,898.51	0.00
4	5,000	CO	2003 STUDENT EQUITY	13,831.51	EA	1.00	\$13,831.51	0.00
5	6,000	CO	2003 PROFESSIONAL	5,773.17	EA	1.00	\$5,773.17	0.00
6	7,000	CO	2003 CHARTER SCHOOL	1,873.00	EA	1.00	\$1,873.00	0.00
7	8,000	CO	2003 FULL DAY K STATE	6,197.50	EA	1.00	\$6,197.50	0.00
<b>Total Items</b>							14	\$249,666.16

General Items Address Notes Routing Accounting Chg Order (2) Control Custom P. O.

Ready 72KMC000 1 Msg(s) DA buy new 8.1.7 72A

Start Microsoft W... Netscape BuySpee... 7:24 PM

12. If you review the Accounting Transactions for the PO, you will see that the remaining encumbrances have been reversed and \$0 balances posted for the line items.

**Document Print Preview**

Zoom: 25% 50% 75% 100%

Zoom: 90

Ruler Save As Cancel

4/12/2003

**Accounting Transaction Listing**

Trans Date/Time	Seq Num	Ev Typ	Rev	FY	Account Code / Project ID	Obj OF Exp	Doc Typ	Document Number	Rel / Item	Trans Amount	Dr Site ID	Stock Number
04/12/2003 19:23:52	20	X	N	03	1072.26551011.652200.0000	72.2103110	P	72A00246354	1 14	0.00		
04/12/2003 19:23:52	19	X	N	03	1072.26501201.652100.0000	72.2103110	P	72A00246354	1 12	0.00		
04/12/2003 19:23:52	18	X	N	03	1072.26501181.652100.0000	72.2103110	P	72A00246354	1 10	0.00		
04/12/2003 19:23:52	17	X	N	03	1072.26501171.652100.0000	72.2103110	P	72A00246354	1 9	0.00		
04/12/2003 19:23:52	16	X	N	03	1072.26501101.652100.0000	72.2103110	P	72A00246354	1 7	0.00		
04/12/2003 19:23:52	15	X	N	03	1072.26501081.652100.0000	72.2103110	P	72A00246354	1 6	0.00		
04/12/2003 19:23:52	14	X	N	03	1072.26501061.652100.0000	72.2103110	P	72A00246354	1 5	0.00		
04/12/2003 19:23:52	13	X	N	03	1072.26501051.652100.0000	72.2103110	P	72A00246354	1 4	0.00		
04/12/2003 19:23:52	12	X	N	03	1072.26501041.652100.0000	72.2103110	P	72A00246354	1 3	0.00		
04/12/2003 19:23:52	11	X	N	03	1072.26501011.652100.0000	72.2103110	P	72A00246354	1 1	0.00		
04/12/2003 19:23:52	10	X	R	03	1072.26551011.652200.0000	72.2103110	P	72A00246354	1 14	-88,950.00		
04/12/2003 19:23:52	9	X	R	03	1072.26501201.652100.0000	72.2103110	P	72A00246354	1 12	-998.50		
04/12/2003 19:23:52	8	X	R	03	1072.26501181.652100.0000	72.2103110	P	72A00246354	1 10	-28.93		
04/12/2003 19:23:52	7	X	R	03	1072.26501171.652100.0000	72.2103110	P	72A00246354	1 9	-24,528.94		
04/12/2003 19:23:52	6	X	R	03	1072.26501101.652100.0000	72.2103110	P	72A00246354	1 7	-12,303.50		
04/12/2003 19:23:52	5	X	R	03	1072.26501081.652100.0000	72.2103110	P	72A00246354	1 6	-1.00		
04/12/2003 19:23:52	4	X	R	03	1072.26501061.652100.0000	72.2103110	P	72A00246354	1 5	-11,460.83		
04/12/2003 19:23:52	3	X	R	03	1072.26501051.652100.0000	72.2103110	P	72A00246354	1 4	-27,467.49		
04/12/2003 19:23:52	2	X	R	03	1072.26501041.652100.0000	72.2103110	P	72A00246354	1 3	-11,709.49		
04/12/2003 19:23:52	1	X	R	03	1072.26501011.652100.0000	72.2103110	P	72A00246354	1 1	-226,835.16		
Event Type P Count:										0	P Amount:	\$0.00
Event Type E Count:										0	E Amount:	\$0.00
Event Type X Count:										20	X Amount:	(\$404,273.84)
Event Type I Count:										0	I Amount:	\$0.00
Event Type C Count:										0	C Amount:	\$0.00
Event Type Z Count:										0	Z Amount:	\$0.00
Other Event Types Count:										0	Other Amount:	\$0.00
Transaction Total Count:										20	Total Amount:	(\$404,273.84)

13. If you look at the Blanket Master you will see that the Blanket Dollar to Date field has been updated to reflect the auto close change order reduction. The User can now create new releases or change orders for \$2,647,023.85 instead of \$2,242,750.

The screenshot displays the 'BuySpeed' application window. The title bar reads 'BuySpeed'. The menu bar includes 'File', 'Edit', 'Topics', 'Utilities', 'View', 'Window', and 'Help'. The toolbar contains icons for 'New Req', 'Open Req', 'Reporting', 'In-Box', 'Text Process', 'System Stat', 'Help Topics', 'Exit', 'Save', 'Print', 'Web Print Sec', 'Size List', 'Editor', 'Show Items', 'Locate/Copy', 'Status', 'PHG', 'Inf. Quote', 'Cut', 'Copy', 'Paste', 'Clear', 'Select All', and 'Undo'.

The main window title is '(BLANKET) Document Manager (PO - 72A00246354-0)'. The interface shows a form for 'PO Number/Release: 72A00246354'. A button labeled 'Click to Show Purchases ==>' is highlighted with a blue box. The form fields include:

- Department: **ELEMENTARY AND SEC** (dropdown menu)
- Blanket Begin: **07/01/2002**
- Blanket End: **06/30/2006** (with a calendar icon)
- Blanket Dollar Limit: **\$3,300,000.00**
- Blanket Dollar To Date: **\$652,976.15**
- Blanket Dollar Minimum: **\$0.00**
- Control Type: **Blanket Control** (dropdown menu)
- Purge Date: (empty field)

At the bottom, there is a status bar with 'Page 1 of 1'. Below the form is a navigation bar with buttons: 'General', 'Items', 'Address', 'Notes', 'Routing', 'Accounting', 'Chg Order (1)', 'Control', 'Custom', and 'P. 0.'. The taskbar at the very bottom shows the 'Start' button, several application icons, and the system clock displaying '7:33 PM'.

**NOTE:** If all invoices have either been paid (4IP) or cancelled (4IC), the system will allow the PO to close. If there are any unpaid invoices in either 4II, 4IR, 4IA or 4IRT status, you will not be able to close the PO until all invoices in process have been paid. If there are any uninvoiced receipts the system will not allow the PO to close. You must make sure that all receipts are invoiced and all invoices are paid. The system will advise when there are unpaid receipts.

14. If there are uninvoiced receipts, when you try to close a document, you will get the following message:

BuySpeed

File Edit Topics Utilities View Window Help

Customer Inquiry

4/12/2003

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Page 1 of 1

### Customer Inquiry

Department: ELEMENTARY AND SECONDARY EDUCATION

7 Invoices Totalling: \$91,237.71 and total PO \$'s Remaining: \$312,072.28

JAMESTOWN TOWN

PO Number / Release

72A00246354/2

72A00246354/2

72A00246354/2

72A00246354/2

72A00246354/2

72A00246354/2

72A00246354/2

**Partial Receipts (Invoice Error)**

Purchase order: 72A00246354, including change orders, is only partially received. Item 14,0000 is either missing an invoice or has zero invoice extended amount. The purchase order cannot be closed.

OK

PO Number	Release	Invoice	Invoice Date	Invoice Amount	PO Number	PO Amount	PO Status	Bank ID
72A00246354/2		30508201C	08/09/2002	40,000.00	72A00246354/2	40,000.00	002	002
72A00246354/2		30508201C	09/09/2002	3,493.36	72A00246354/2	3,493.36	002	002

**PO \$'s Remaining: \$312,072.28**

**\$91,237.71**

Print

Close

General Items Address Notes Routing Accounting Chg Order Control Custom P. 0.

Current header status

72ZMC000 1 Msg(s) DA buy new 8.1.7

72A

7:42 PM

15. You can jump to the Invoice Entry Screen by hitting Ctrl E on the keyboard. Enter the PO and Release number.



**BuySpeed**

File Edit Topics Utilities View Window Help

New Req Open Req Reporting In-Box Text Process System Stat Help Topics Exit

Save Print Cut Copy Paste Clear Select All Undo First Page Prior Page Next Page Last Page Close

**Invoice Entry**

Header Lines Accounting Notes

New Invoice Look-Up Invoice

Invoice Nbr:  Handling Code: Mail To Vendor

Invoice Status: Invoice In Progress

Invoice / Eff Date: 04/12/2003 04/12/2003

Payment Terms:

Invoice Type: 3 way matching

Payment Discount: 0% **Supervisor Attention**

Invoice Amt: 0.00

Paid - Bank/Check:

Now Payment Date: 05/10/2003

Requires Dept. Approval: ☒

Quick Pay: ☐ Final Pay All: ☐ Dept. Approval Date:  User ID:

P.O. / Rel Nbr: 72A00246354 2 P.O. Description:

P.O. Amount: \$403,309.99

Remaining To Invoice: \$312,072.28

Buyer: 68HPC000

Click Here to Add / Edit or View Retainage, Misc Charges or Freight

Entered By: 72KMC000

Updated By: 72KMC000

Entered Date: 04/12/2003

Updated Date: 04/12/2003

Vendor Number: 002680 Address Grp: 02

Federal ID: 056000202 Short Name: JAMESTOWN TOWN

Vendor Name: JAMESTOWN TOWN OF

TREASURER, TOWN HALL

BOX 377

JAMESTOWN RI 02835

more...

Remit Text:

\* For New Invoice Entry, you must click the save button after filling in the header info in order to build invoice line info.

Ready 72KMC000 1 Msg(s) DA buy new 8.1.7 72A

Start Microsoft W... Netscape BuySpee... 8:04 PM

16. Remember that you can always check the status of all other invoices for a PO by clicking on the "television screen" to the left of the PO number. In this example, all invoices are in paid status. You can enter the invoice now or later.

**BuySpeed**

File Edit Topics Utilities View Window Help

**Customer Inquiry**

4/12/2003 STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS Page 1 of 1

Customer Inquiry

Department: ELEMENTARY AND SECONDARY EDUCATION

7 Invoices Totalling: \$91,237.71 and total PO \$'s Remaining: \$312,072.28

JAMESTOWN TOWN OF

PO Number / Release	PO Status	PO Date	PO Amount	Invoice Number	Inv Date	Invoice Amt	Status	Check	Bank ID
72A00246354/2	3PPR	09/02/2002	403,309.99	20506201B	09/09/2002	896.82	4IP	814339	002
72A00246354/2				20510201B	09/09/2002	2,705.23	4IP	814339	002
72A00246354/2				20513201C	09/09/2002	15,156.55	4IP	814339	002
72A00246354/2				20516201C	09/09/2002	26,393.92	4IP	814339	002
72A00246354/2				20529201C	09/09/2002	1,990.60	4IP	814339	002
72A00246354/2				30505201C	09/09/2002	40,601.23	4IP	814339	002
72A00246354/2				30508201C	09/09/2002	3,493.36	4IP	814339	002
PO \$'s Remaining: \$312,072.28						\$91,237.71			

Print Close

after filling in the header info in order to build invoice line info. Remit Text:

Ready 72KMC000 1 Msg(s) DA buy new 8.1.7 72A

Start Micros... Netsca... BuySp... Cust... 8:05 PM

17. When you have entered the invoice, click on the Lines Tab. There will be a value greater than \$0 in the "Permit to Pay" field. (See last line in sample.) That means that a receipt has been recorded. If all other invoices are either in paid or cancelled status the Permit to Pay amount should be the correct payment amount. If you are not sure that the amount due is equal to the permit to pay amount, check your hard copy

invoices and/or the PO receipts. If you are sure the permit to pay amount is correct, enter the permit to pay amount in the invoice amount field and check the pay item box. If the receipts have been incorrectly recorded they may be corrected.

Item	PO Qty.	Recv. Qty.	Prev Inv \$.	Permit to Pay	Inv. Amt.	Pay Item	Pay 1099	Final Pay	Special Hand	Project ID
5	15,157	15,157	15,156.55	0.00	0.00					
6	54,015	26,394	26,393.92	0.00	0.00					
7	85,336	0	0.00	0.00	0.00					
8	2,067	1,991	1,990.60	0.00	0.00					
9	4,963	0	0.00	0.00	0.00					
10	0	0	0.00	0.00	0.00					
11	62,285	40,601	40,601.23	0.00	0.00					
12	119,909	0	0.00	0.00	0.00					
13	3,493	3,493	3,493.36	0.00	0.00					
14	7,791	500	0.00	500.00	0.00					

Set all Invoice items to (Pay Item and Invoice Amount = Permit to Pay)  
Set Invoice Status to "Ready for A/P Review"

Total Invoice Payment: \$0.00  
Freight / Handling Misc Cost: \$0.00  
Grand Total: \$0.00

18. You will not be able to complete the PO Close process on this PO until the invoice is in paid status. If you try you will get the following message:

Purchase Order: PO Closed

PO Nbr: 72A00246354

Description: GRANTS 03 JAMESTOWN

Department: ELEMENTARY AND SECONDARY EDUC

Fiscal Year: 03

Purchaser: CHRISTY, H

Actual Cost: \$403,309.99

Vendor: 002680 JAMESTOWN

Pending Invoices (Condition #4)

There are invoices for this purchase order which must be paid or canceled before you can close it. Would you like to see the invoices for this PO?

Item	Pmt. Seq.	Description	Amount	Status
1	47.000	2003 TITLE II TEACHER	42,099.00	EA
2	48.000	2002 TITLE VI INNOVATIVE	2,705.23	EA
3	54.000	2003 TITLE V INNOVATIVE	2,486.00	EA
4	56.000	2002 CLASS SIZE	15,156.55	EA
5	59.000	2002 TITLE I EDUCATE	54,014.95	EA
6	62.000	2003 TITLE I EDUCATE	85,336.00	EA
7	63.000			

Total Items: 14

19. The Customer Inquiry Report will show the status of all invoices. In the sample there is one in Initiated Status. Until that invoice is in paid status you will not be able to close the PO.

BuySpeed

File Edit Topics Utilities View Window Help

Customer Inquiry

4/12/2003 STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS Page 1 of 1

Customer Inquiry

Department: ELEMENTARY AND SECONDARY EDUCATION

8 Invoices Totalling: \$91,737.71 and total PO \$'s Remaining: \$311,572.28

JAMESTOWN TOWN OF

PO Number / Release	PO Status	PO Date	PO Amount	Invoice Number	Inv Date	Invoice Amt	Status	Check	Bank ID
72A00246354/2	3PPR	09/02/2002	403,309.99	20506201B	09/09/2002	896.82	4IP	814339	002
72A00246354/2				20510201B	09/09/2002	2,705.23	4IP	814339	002
72A00246354/2				20513201C	09/09/2002	15,156.55	4IP	814339	002
72A00246354/2				20516201C	09/09/2002	26,393.92	4IP	814339	002
72A00246354/2				20529201C	09/09/2002	1,990.60	4IP	814339	002
72A00246354/2				30505201C	09/09/2002	40,601.23	4IP	814339	002
72A00246354/2				30508201C	09/09/2002	3,493.36	4IP	814339	002
72A00246354/2				DEMOCLOSE2	04/12/2003	500.00	4II		001
PO \$'s Remaining: \$311,572.28						\$91,737.71			

Print Close

General Items Address Notes Routing Accounting Chg Order Control Custom P. O.

Current header status 72KMC000 1 Msg(s) DA buy new 8.1.7 72A

Start Micros... Netsca... BuySp... Custa... 8:22 PM

20. Make a list of the outstanding invoices and POs if you want to track their progress.

## “HOW TO” USE VENDOR LOOKUP IN QBE MODE

The number of vendors in the system has grown so much that opening the Vendor Lookup Screen takes longer to load than we would like. Therefore, the Vendor Lookup Screen will now open in QBE (Query By Example) Mode. The following Samples show how to use this screen to the best advantage. In QBE mode you can insert "like" statements so that the computer can retrieve data which look "like" the criteria you have selected.

1. Open the Vendor Lookup Screen. There are many ways to find the same information.

The screenshot shows the 'Vendor Look Up (Data Loaded From Database)' window. At the top, there are search controls: a 'Column' dropdown set to 'Name', a 'Find Next' text field, and checkboxes for 'Start from top' (checked), 'Full Match', 'Match Case', 'Ref. Vendors', 'Ref. Only', and 'Active Only' (checked). A 'Show All' button is also present. Below these is an alphabetical index bar and a numeric bar. The main area is a table with the following columns: Vendor ID, Name, Short Name, Alternate ID, Active, Ref. Addr Type, FEI Number, and Phone. The table contains 24 rows of data. At the bottom of the table, it says 'Total Rows = 24'. Below the table are several buttons: 'Select', 'Sort', 'Filter', 'QBE Off', 'Print', 'Save As', 'New', 'Save Data', 'Clear Data', 'Help', 'Cancel', and a 'View SQL' link.

2. If you wanted to find a vendor whose name is Johnson, but you don't know whether the name in the system starts with Johnson (e.g., Johnson Controls or Howard Johnson, Inc.), type the name into the name field.

This screenshot shows the same 'Vendor Look Up' window, but with 'JOHNSON' entered in the 'Name' field. The table now displays only one row with 'JOHNSON' in the 'Name' column. All other columns are empty for this row. The 'Total Rows = 24' text at the bottom of the table area remains the same. The buttons and search controls at the top are identical to the previous screenshot.

- Then click on the yellow "basketball" to the right of the field. The system will automatically insert a "like" statement into the field and retrieve all names containing the characters you have entered. In the sample it is the word "JOHNSON." Notice all of the variations of the word in the sample.

**Vendor Look Up (Data Loaded From Database)**

Column: Name Find Next: Type Ahead ==>

☒ Start from top ☐ Ref. Vendors ☐ Ref. Only ☒ Active Only [Show All](#)

☐ Full Match ☐ Match Case

Vendor ID	Name	Short Name	Alternate ID	Active	Ref.	Addr Type	FEI Number	Phone
009780	CELINE M. JOHNSON	CELINE M. JOHNSO		<input checked="" type="checkbox"/>	<input type="checkbox"/>	M	038367556	
010960	E A. JOHNSON CO	E A. JOHNSON CO		<input checked="" type="checkbox"/>	<input type="checkbox"/>	M	050163900	
012450	ELIZABETH JOHNSON	ELIZABETH JOHNS		<input checked="" type="checkbox"/>	<input type="checkbox"/>	M	037326596	
002416	ELWOOD M. JOHNSON	ELWOOD M. JOHNS		<input checked="" type="checkbox"/>	<input type="checkbox"/>	M	035282179	
000256	HOWARD JOHNSON INC	HOWARD JOHNSC		<input checked="" type="checkbox"/>	<input type="checkbox"/>	M	050265696	
006401	HOWARD JOHNSON INN	HOWARD JOHNSC		<input checked="" type="checkbox"/>	<input type="checkbox"/>	M	056014060	
000397	JOHNSON & JOHNSON HEALTH CARE SYS	JOHNSON & JOHN		<input checked="" type="checkbox"/>	<input type="checkbox"/>	M	222765672	
000400	JOHNSON & WALES UNIVERSITY	JOHNSON & WALE		<input checked="" type="checkbox"/>	<input type="checkbox"/>	M	050306206	
010308	JOHNSON BASSIN & SHAW INC	JOHNSON BASSIN		<input checked="" type="checkbox"/>	<input type="checkbox"/>	M	521405780	
000401	JOHNSON CONTROLS INC	JOHNSON CONTRI		<input checked="" type="checkbox"/>	<input type="checkbox"/>	M	390380010	
010755	JOHNSON'S BOAT YARD INC	JOHNSON'S BOAT		<input checked="" type="checkbox"/>	<input type="checkbox"/>	M	050466940	

Total Rows = 21

Select Sort QBE On Save As Save Data Help View SQL  
Filter Print New Clear Data Cancel SQL

- If you know that the name begins with Johnson, you can just click on the green "J" button. The system will insert a statement to retrieve all vendors whose name begins with "J."

**Vendor Look Up (Data Loaded From Database)**

Column: Name Find Next: Type Ahead ==>

☒ Start from top ☐ Ref. Vendors ☐ Ref. Only ☒ Active Only [Show All](#)

☐ Full Match ☐ Match Case

Vendor ID	Name	Short Name	Alternate ID	Active	Ref.	Addr Type	FEI Number	Phone
007888	J & A HANDY-CRAFTS INC	J & A HANDY-CRA		<input checked="" type="checkbox"/>	<input type="checkbox"/>	M	112247395	
006462	J & B SOFTWARE INC	J & B SOFTWARE		<input checked="" type="checkbox"/>	<input type="checkbox"/>	M	232327305	
007604	J & G ENTERPRISES INC	J & G ENTERPRIS		<input checked="" type="checkbox"/>	<input type="checkbox"/>	M	050503219	
001492	J & G HOME IMPROVEMENT INC	J&G HOME IMPROV		<input checked="" type="checkbox"/>	<input type="checkbox"/>	M	050396424	
012152	J & H AUTOMOTIVE SERVICE CTR INC	J & H AUTOMOTIV		<input checked="" type="checkbox"/>	<input type="checkbox"/>	M	050462253	
008576	J & J MATERIALS CORP	J & J MATERIALS		<input checked="" type="checkbox"/>	<input type="checkbox"/>	M	043176845	
011959	J & L LANDSCAPING CO INC	J & L LANDSCAPI		<input checked="" type="checkbox"/>	<input type="checkbox"/>	M	042636996	
005711	J & M MOWER INC	J & M MOWER INC		<input checked="" type="checkbox"/>	<input type="checkbox"/>	M	050411180	
008767	J & R CONTRACTORS INC	J & R CONTRACTC		<input checked="" type="checkbox"/>	<input type="checkbox"/>	M	050303710	
008640	J & R CONTRACTORS INC	J & R CONTRACTC		<input checked="" type="checkbox"/>	<input type="checkbox"/>	M	050303710	
005929	J & R INVENTORY SERV INC	J & R INVENTORY		<input checked="" type="checkbox"/>	<input type="checkbox"/>	M	520809089	

Total Rows = 580

Select Sort QBE On Save As Save Data Help View SQL  
Filter Print New Clear Data Cancel SQL

- To find Johnson companies you can scroll through the list or you can click into the "Type Ahead field." As you enter each letter you will be brought closer to the name you are looking for.

**Vendor Look Up** (Data Loaded From Database)

Column: Name Find Next:  ☒ Start from top ☐ Ref. Vendors ☐ Ref. Only ☒ Active Only [Show All](#)

Type Ahead ==> JOHNS ☐ Full Match ☐ Match Case

a b c d e f g h i j k l m n o p q r s t u v w x y z 1 2 3 4 5 6 7 8 9 0

Vendor ID	Name	Short Name	Alternate ID	Active	Ref.	Addr	Type	FEI Number	Phone
008600	JOHNS HOPKINS UNIVERSITY	JOHNS HOPKINS U		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	520595110	
000397	JOHNSON & JOHNSON HEALTH CARE SYS	JOHNSON & JOHN		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	222765672	
000400	JOHNSON & WALES UNIVERSITY	JOHNSON & WALE		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	050306206	
010308	JOHNSON BASSIN & SHAW INC	JOHNSON BASSIN		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	521405780	
000401	JOHNSON CONTROLS INC	JOHNSON CONTRI		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	390380010	
010755	JOHNSON'S BOAT YARD INC	JOHNSON'S BOAT		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	050466940	
005559	JOHNSONS OIL SERVICE	JOHNSONS OIL SE		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	050350638	
012043	JOHNSTON ASPHALT LLC	JOHNSTON ASPH		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	043611317	
005812	JOHNSTON COMMUNITY CTR ASSOCIATION	JOHNSTON COMM		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	050468973	
010547	JOHNSTON HOSE CO NO 3	JOHNSTON HOSE		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	050405192	
010538	JOHNSTON HOUSING AUTHORITY	JOHNSTON HOUSI		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	050309474	

Total Rows = 580

Select Sort QBE On Save As Save Data Help View SQL  
Filter Print New Clear Data Cancel

- If you want to retrieve all vendors, click on the "QBE Off" button at the bottom of the screen.

**Vendor Look Up** (Data Loaded From Database)

Column: Name Find Next:  ☒ Start from top ☐ Ref. Vendors ☐ Ref. Only ☒ Active Only [Show All](#)

Type Ahead ==>  ☐ Full Match ☐ Match Case

a b c d e f g h i j k l m n o p q r s t u v w x y z 1 2 3 4 5 6 7 8 9 0

Vendor ID	Name	Short Name	Alternate ID	Active	Ref.	Addr	Type	FEI Number	Phone
011886	1 NATION TECHNOLOGY	1 NATION TECHNIC		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	593308612	
000001	1145 MAIN ASSOCIATES	1145 MAIN ASSOC		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	050486912	
003332	136 EXPRESS INC	136 EXPRESS INC		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	050434565	
010239	146 SUPPLY CENTER INC	146 SUPPLY CENT		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	042625280	
007028	1776 LIQUORS LTD	1776 LIQUORS LT		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	050351527	
012122	1890 HOUSE ASSOCIATES	1890 HOUSE ASS		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	050413605	
006974	20/20 VISION CARE INC	20/20 VISION CA		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	050414237	
000002	21ST CENTURY FOODS INC	21ST CENTURY FC		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	232790252	
000003	233 RICHMOND STREET ASSOCIATES	233 RICHMOND ST		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	050411062	
007091	295 BEVERAGE HILL CORP	295 BEVERAGE HI		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	022355928	
000004	3 COM CORPORATION	3 COM CORPORAT		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	942605794	

Total Rows = 13154

Select Sort QBE On Save As Save Data Help View SQL  
Filter Print New Clear Data Cancel



- If you want to find any vendor containing the name "JOHNSON" within the entire list you can enter the word "JOHNSON" in the "Find Next" field and then click on the "Find Next" button. This will bring you to the first vendor containing the name "JOHNSON." Each time you click the button the search will bring you to the next vendor containing the name "JOHNSON."

**Vendor Look Up (Data Loaded From Database)**

Column: **Name** Find Next: **JOHNSON** Type Ahead ==>

☐ Start from top ☐ Ref. Vendors ☐ Ref. Only ☒ Active Only [Show All](#)

☐ Full Match ☐ Match Case

a b c d e f g h i j k l m n o p q r s t u v w x y z 1 2 3 4 5 6 7 8 9 0

Vendor ID	Name	Short Name	Alternate ID	Active	Ref.	Addr Type	FEI Number	Phone
005956	CEIA USA LTD	CEIA USA LTD		<input checked="" type="checkbox"/>	<input type="checkbox"/>	M	311504710	
009772	CEILING PRO INT OF RI INC	CEILING PRO INT		<input checked="" type="checkbox"/>	<input type="checkbox"/>	M	050505846	
005088	CEIMC CORP	CEIMC CORP		<input checked="" type="checkbox"/>	<input type="checkbox"/>	M	050436081	
008088	CEL CO LLC	CEL CO LLC		<input checked="" type="checkbox"/>	<input type="checkbox"/>	M	050518578	
012083	CELAMARK CORP	CELAMARK CORP		<input checked="" type="checkbox"/>	<input type="checkbox"/>	M	942766563	
000236	CEL-BRO CONSTRUCTION CORPORATION	CEL-BRO CONSTR		<input checked="" type="checkbox"/>	<input type="checkbox"/>	M	050405491	
006330	CELINA ALLEN	CELINA ALLEN		<input checked="" type="checkbox"/>	<input type="checkbox"/>	M	036568085	
009780	CELINE M JOHNSON	CELINE M JOHNSO		<input checked="" type="checkbox"/>	<input type="checkbox"/>	M	038367556	
004449	CELLULAR ONE	CELLULAR ONE		<input checked="" type="checkbox"/>	<input type="checkbox"/>	M	061157074	
001331	CELT CORP	CELT CORP		<input checked="" type="checkbox"/>	<input type="checkbox"/>	M	043439923	
006982	CEM CORP	CEM CORP		<input checked="" type="checkbox"/>	<input type="checkbox"/>	M	561019741	

Total Rows = 13154

Select Sort QBE On Save As Save Data Help View SQL  
Filter Print New Clear Data Cancel

- If you want to find a vendor with a particular Tax ID Number, in the "Column" field in the upper left of the screen, you can select the FEI Number. You can then select a beginning number from the green number buttons and use the Type Ahead to find the correct vendor.



Vendor Look Up (Data Loaded From Database)

Column: Name Find Next: ☒ Start from top ☐ Ref. Vendors ☐ Ref. Only ☒ Active Only [Show All](#)

Type Ahead ==> ☐ Full Match ☐ Match Case

a b c d e f g h i j k l m n o p q r s t u v w x y z 1 2 3 4 5 6 7 8 9 0

Vendor ID	Name	Short Name	Alternate ID	Active	Ref. Addr Type	FEI Number	Phone
000700	GATEWAY 2000	GATEWAY 2000		<input checked="" type="checkbox"/>	<input type="checkbox"/> M	460432792	
006930	GATEWAY ACCESSORY STORE	GATEWAY ACCES		<input checked="" type="checkbox"/>	<input type="checkbox"/> M	460458879	
000755	GATEWAY COMMUNITY INDUSTRIES INC	GATEWAY COMM		<input checked="" type="checkbox"/>	<input type="checkbox"/> M	141458757	
000761	GATEWAY COMPANIES INC	GATEWAY COMP		<input checked="" type="checkbox"/>	<input type="checkbox"/> M	460431398	
001946	GATEWAY HARDWARE I					042181949	
004827	GATEWAY OUTDOOR AD					223043067	
011018	GATEWAY WOODSIDE IN					954683475	
001819	GATEWAYS TO CHANGE					050468333	

Total Rows = 8

Page Setup

Printer: Client\HCHRISTY#\HP LaserJet 4000 T PCL 6 on Ne00:

Copies: 1

Print Range:

☒ All ☐ Selected

OK Preview Cancel Options

Select Sort QBE On Save As Save Data Help View SQL Filter Print New Clear Data Cancel

- This report will automatically print in portrait layout. You can select print options to change the page orientation to landscape and the paper size to legal. However, due to the Citrix software some printers do not print correctly. Contact the Technical Support staff if you have a problem.

## “HOW TO” RECEIVE GOODS

To record a receipt a PO must be at least in PO Sent OR Partial Receipt status. Once a PO is in Complete Receipt status you cannot receive more than what was ordered. However, if a Change Order is issued to increase the line item quantity or to add new line items, the status of the PO will change to Partial Receipt and new receipts can be created.

The following instructions are for when you are recording multiple receipts and/or making multiple payments. If you are not making multiple payments, the easiest way to record receipts is to "Quick Pay" your invoice. Remember that when you "Quick Pay" the invoice is automatically marked "Final Pay" and the system records all Receipts as "Complete" and closes the PO.

**NOTE:** There is a revised Receiving Screen which will be easier to work with because it shows both the data item number and the print sequence number of a line item. In addition, the receipts are in numerical order for each line item so it will be easier to copy and create the next receipt.

- Below is a sample PO. Notice the line item and print sequence numbers.

The screenshot shows the 'BuySpeed' software interface. The main window is titled '(OPEN MARKET) Document Manager (PO - 72A00261665-0)'. It displays a 'Purchase Order' form with the following details:

- PO Nbr:** 72A00261665
- Description:** HOW TO RECEIVE
- Department:** ELEMENTARY AND SECONDARY EDUC
- Fiscal Year:** 03
- Purchaser:** [New PO]
- Actual Cost:** \$2,050.00
- Vendor:** 000001 (1145 MAIN ASSOCIATES)
- SHIP TO:** RIDGE MAIN OFFICE, 255 WESTMINSTER ST, 6TH FLOOR, PROVIDENCE, RI 02903
- BILL TO:** RIDGE OFFICE OF FINANCE, 255 WESTMINSTER STREET, PROVIDENCE, RI 02903

Below the header information is a table with 8 columns: Item, Pmt. Seq., Description, Quantity, UOM, Unit Cost, Total, and Freight. It contains 3 line items:

Item	Pmt. Seq.	Description	Quantity	UOM	Unit Cost	Total	Freight
1	1.000	STUFF	10.00	EA	25.00	\$250.00	0.00
2	2.000	MORE STUFF	20.00	EA	30.00	\$600.00	0.00
3	3.000	ADDITIONAL STUFF	30.00	EA	40.00	\$1,200.00	0.00

At the bottom of the table, it shows 'Total Items: 3' and a total cost of '\$2,050.00'. The interface includes various menu options like File, Edit, Topics, Utilities, View, Window, Help, and a toolbar with icons for New Req, Open Req, Reporting, etc.

- To create the first receipt for a PO, open a blank Receiving Screen. Either enter the PO and Release Number or, if you don't know the PO and Release number, use the "Lookup" screen to locate the document. When in the "QBE" mode (query by example) use as many criteria (information in a data field) as you can to narrow the number of documents retrieved from your search. Since this is the first receipt to be created, enter a PO status of 3PS (Purchase Order Sent) and a portion of the PO Header Description or other appropriate criteria.

To search for a portion of the data in a field type the word LIKE followed by a single quote, a % sign (wild card), the part of the data you want, followed by a % sign, followed by a single quote. SAMPLE. LIKE'%HOW TO%' in the description field or LIKE'72A%' in the PO number field.

If you are receiving against a blanket release and you don't want to see the Blanket Master, enter >0 in the Release Number field. If you know your release is greater than 5 enter >5.

Once you have entered your criteria, click on the "QBE Off" button at the bottom of the screen. One or more POs will be listed. Either double-click on the one you want or highlight it and click on the "Select" button at the bottom of the screen.

**Purchase Order Numbers** (Data Loaded From Database)

Column: Find Next ☒ Start from top ☐ Full Match ☐ Match Case [DoubleClick on Document NBR to Open](#) [Show All](#)

Type Ahead ==>

a b c d e f g h i j k l m n o p q r s t u v w x y z 1 2 3 4 5 6 7 8 9 0

**Department: ELEMENTARY AND SECONDARY I**

Purchase Order	Rel	Description	Purchaser	Date Required	Status	Vendor Name
72A00261664		HOW TO RECEIVE			3PS	1145 MAIN ASSOCIATES
72A00261665		HOW TO RECEIVE			3PS	1145 MAIN ASSOCIATES

Select Sort QBE On Save As Save Data Help View SQL Filter Print New Clear Data Cancel

If you want to find the PO by Vendor, you must know the vendor number. To find that number, before you use the PO Lookup, while in the blank Receipts screen, select Lookups from the Toolbar or Topics menus or use the Ctrl+Sft+L keyboard combination to get the Lookup menu.

**BuySpeed**

Edit Topics Utilities View Window Help

New Req Open Req Reporting In-Box Text Process System Stat Help Topics Exit

Recv All Save Pr Document Tre Cut Copy Paste Clear Select All Undo Find Replace Close

**Purchase Order Receipts**

Purchase Order Receipt (PO In Rec'd when created)

PO Nbr: Description: Location: Purchaser: Actual Cost: Vendor:

Print Seq. Po Item Rep # #

SHIP TO VENDOR

Description	Qty Ordered	Received	UOM	Freight
	0.00			

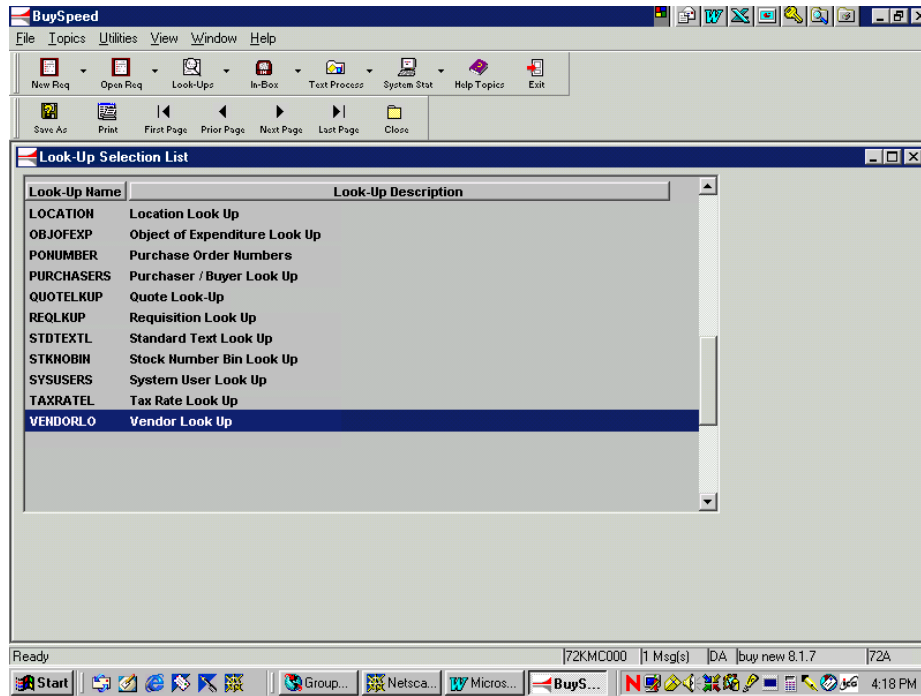
Distribute Freight .00 Receive All Receiving Report Payment Voucher

PO Header PO Item Receipts Receipt Notes Receipts

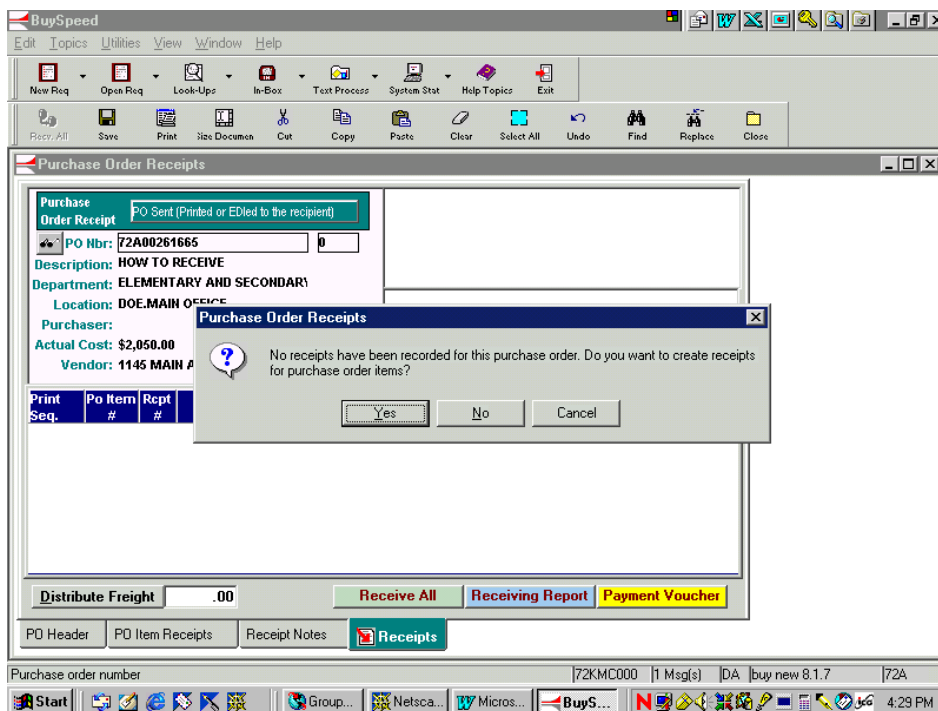
Select a report from a list of all standard reports [72KMC000 [1 Msg(s) [DA buy new 8.1.7 [72A

Start Group... Netsca... Micros... BuyS... 4:18 PM

3. Select Vendor Lookup. Once you have obtained the Vendor Number you can use it to find the right Purchase Order.

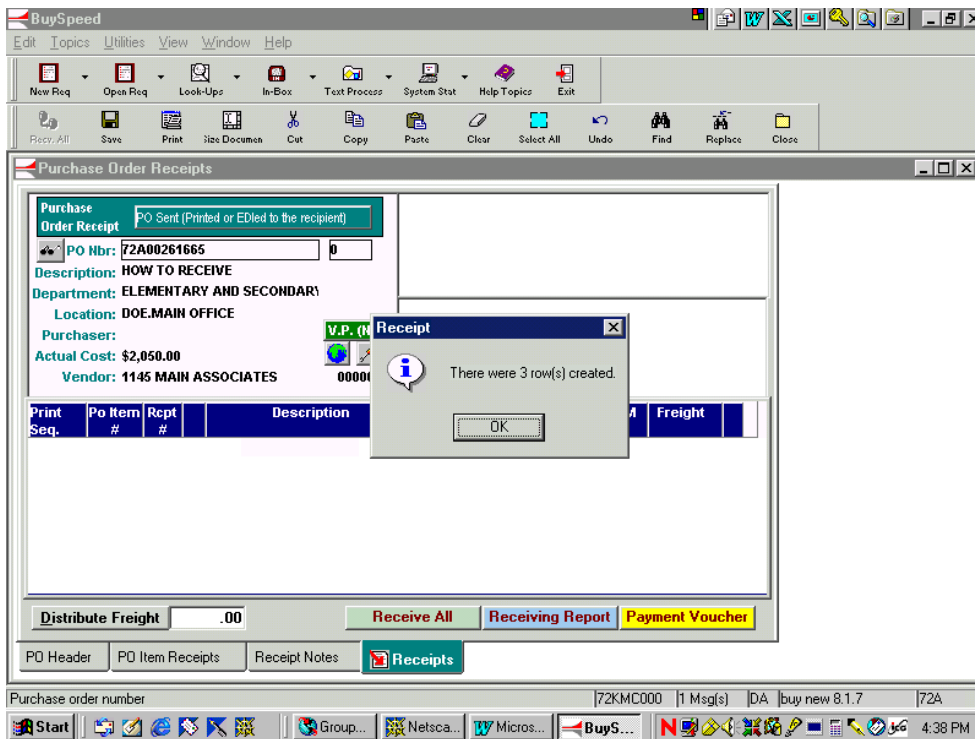


4. Once the PO has been selected (remember if you enter the number directly you must tab out of the field) a message will appear, telling you that there are no receipts for the po and asking if you want to create receipts. Select the "yes" button. **NOTE:** Anytime you add a line item the system will ask you if you want to create a receipt. You must always say "YES" or your invoices will not show the line items and you will be unable to pay.

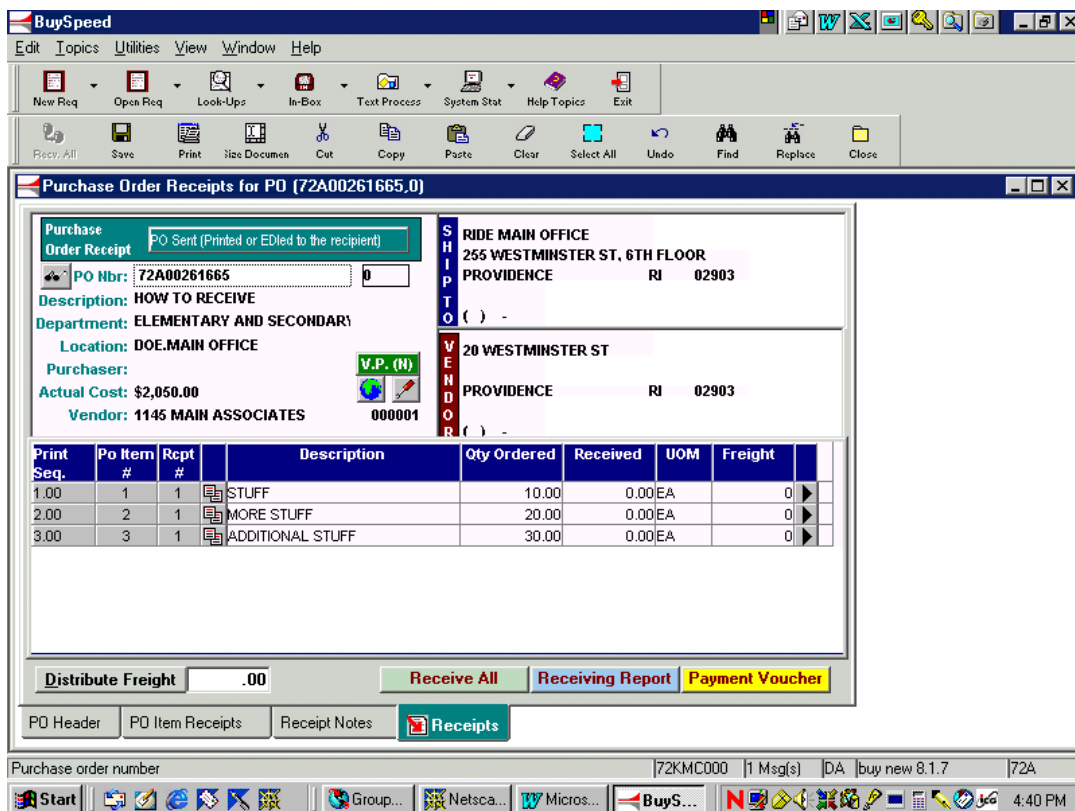


5. Once you have selected "yes" the system will tell you how many lines have been created.





6. In the sample see that the PO and Receipt data line items and print sequences both appear.



7. Enter the quantity received for each line item. At this point you can save. Once you save, notice that the PO Status at the top left of the screen has changed from PO Sent to Partial Receipt.

**BuySpeed**  
Edit Topics Utilities View Window Help

New Req Open Req Look-Ups In-Box Text Process System Stat Help Topics Exit

Recv All Save Print Size Document Cut Copy Paste Clear Select All Undo Find Replace Close

**Purchase Order Receipts for PO (72A00261665.0)**

Purchase Order Receipt: PO Partial Receipt  
PO Nbr: 72A00261665  
Description: HOW TO RECEIVE  
Department: ELEMENTARY AND SECONDARY  
Location: DOE MAIN OFFICE  
Purchaser:  
Actual Cost: \$2,050.00  
Vendor: 1145 MAIN ASSOCIATES 000001

RIDE MAIN OFFICE  
255 WESTMINSTER ST, 6TH FLOOR  
PROVIDENCE RI 02903  
20 WESTMINSTER ST  
PROVIDENCE RI 02903

Print Seq.	PO Item #	Rept #	Description	Qty Ordered	Received	UOM	Freight
1.00	1	1	STUFF	10.00	0.00	EA	0
2.00	2	1	MORE STUFF	20.00	5.00	EA	0
3.00	3	1	ADDITIONAL STUFF	30.00	10.00	EA	0

Distribute Freight: .00  
Receive All Receiving Report Payment Voucher

PO Header PO Item Receipts Receipt Notes Receipts

Save Successful [72KMC000 1 Msg(s) DA buy new 8.1.7 72A]

Start Group... Netsca... Micros... BuyS... 4:52 PM

8. If you want to log a payment immediately click on the triangle at the right of a line item. This will bring you to the line item detail screen. Although not required, it is suggested that you enter the invoice number associated with the receipt for tracking purposes. Notice that the system has entered a received date equal to the date the receipt was created. You can change the date to the real received date if you wish but it is not necessary.

**BuySpeed**  
Edit Topics Utilities View Window Help

New Req Open Req Look-Ups In-Box Text Process System Stat Help Topics Exit

Recv All Save Print Size Document Cut Copy Paste Clear Select All Undo Find Replace Close

**Purchase Order Receipts for PO (72A00261665.0)**

Item	Quantity	UOM	Freight
PO Receipt	Purchased Received	Purchased Received	PO Receipt
2	1	20	5.00000
		Each EA	\$0.00 \$0.00

Status: PO Partial Receipt  
Location: DOE MAIN OFFICE  
Date Received: 04/13/2003 04:43 PM

Log Invc. Invoice: HOWTORCV1  
Pynt Voucher:  
User Last Update: 72KMC000  
Date Last Update: 04/13/2003 4:43 PM

Item MORE STUFF  
Description:

Item 2 of 3

PO Header PO Item Receipts Receipt Notes Receipts

Ready [72KMC000 1 Msg(s) DA buy new 8.1.7 72A]

Start Group... Netsca... Micros... BuyS... 4:57 PM

To copy the invoice number from one item to the other, highlight the invoice number, hit the Ctrl+C (copy) keyboard combination, scroll or page down to the next item you want, hit the Ctrl+V (paste) keyboard combination in each appropriate line item. Then save.

- To pay the invoice, click on the yellow "Log Invoice" button. This will bring you to the Invoice entry screen. Notice that the correct PO and Release Number are already entered into the invoice. If you have entered the invoice number in the Receipts screen and copied it, you can click into the Invoice Number screen and hit the Ctrl+V keyboard combination to enter it into the invoice screen.

- To record multiple receipts to the same line item, highlight the most recent receipt line for a line item and then click on the "copy" icon in the field to the right of the Receipt Number field. You will get a message asking if you want to create another receipt for the line item. (This gives you a chance to check to make sure you are creating the receipt for the correct line item. If you need to escape click on the "cancel" button and the copy procedure will abort.) If you select the "yes" button a copy of the line item will appear with 0 quantity received. Notice that the sample now has two line item 2's. Each receipt for a line item will have an automatically assigned number. They will appear in numerical order in the receipt screen. When creating new receipts ALWAYS select the last (highest number) receipt for a line item.

- Click on the triangle to the right of the "freight" field for the receipt you just created. This will bring you to the item detail screen. Enter the received quantity in the "received" field.

12. Notice that the date received was copied from the previous receipt but the invoice number was not. To change the date you can either enter the correct date or use the system calendar. Click on the calendar to the right of the date received field. Notice that it defaults to today's date. To enter a date in the field, select a date and double-click on it. Repeat for each receipt. You can use the Ctrl+C keyboard to copy the date from one new receipt to another. However, if there are a lot of receipts and line items it is easy to make mistakes, so be careful.

13. You can enter the invoice number at the same time you are entering the receipt date.

14. If you want to review all of the receipts, from the Receipts Tab, click on the "Receiving Report" button. The following screen will appear. Notice that there are multiple dates. If you click on the "preview" button you will see the following. If you select "print" you will get a hard copy.

Document Print Preview

Zoom: 25% 50% 75% 100% 90 Ruler Save As Cancel

4/13/2003 STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS Page 1 of 1  
PURCHASE ORDER RECEIVING REPORT

PO NO: 72A00261665 INVOICE: STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
RIDE OFFICE OF FINANCE  
255 WESTMINSTER STREET  
PROVIDENCE RI 02903

PO DATE: 04/13/2003 DESTINATION: STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
RIDE MAIN OFFICE  
255 WESTMINSTER ST, 6TH FLOOR  
PROVIDENCE RI 02903

Vendor Number: 000001  
1145 MAIN ASSOCIATES  
20 WESTMINSTER ST  
PROVIDENCE RI 02903

ITEM	DESCRIPTION	RECEIPT ITEM ID	ORDER QUANTITY	RECEIVED QUANTITY	RECEIVED UOM	RECEIVED DATE	RECEIVED BY
1.0	STUFF Item Location: DOE.MAIN OFFICE Unshipped Quantity = 10	1	10	0	EA		72KMC000
2.0	MORE STUFF Item Location: DOE.MAIN OFFICE Unshipped Quantity = 4	1	20	5	EA	04/01/2003	72KMC000
2.0	MORE STUFF Item Location: DOE.MAIN OFFICE Unshipped Quantity = 4	2	20	5	EA	04/13/2003	72KMC000
2.0	MORE STUFF Item Location: DOE.MAIN OFFICE Unshipped Quantity = 4	3	20	6	EA	04/18/2003	72KMC000
3.0	ADDITIONAL STUFF Item Location: DOE.MAIN OFFICE	1	30	10	EA	04/01/2003	72KMC000

Notice that there are three different receiving dates for item two and the system reports that of the 20 ordered there is an unshipped quantity of 4 (  $20 - 5 - 5 - 6 = 4$  ).

- If you want to print the receiving report related to the invoice you are submitting, enter the date(s) of the receipts in "selected date" field.

BuySpeed

Edit Topics Utilities View Window Help

New Req Open Req Reporting In-Box Text Process System Stat Help Topics Exit

Print All Save Print Not Documents Cut Copy Paste Clear Select All Undo Find Replace Close

Purchase Order Receipts for PO (72A00261665.0)

Purchase Order Receipt PO Partial Receipt

PO Nbr: 72A00261665  
Description: HOW TO RECEIVE  
Department: ELEMENTARY AND SE  
Location: DOE.MAIN OFFICE  
Purchaser:  
Actual Cost: \$2,050.00  
Vendor: 1145 MAIN ASSOCIATES

Printer: Client\HCHRISTY\HP LaserJet 4000 T PCL 6 on Ne00

Print Watermark Copies (Change Orders Only)  
☐ Print Watermark Copies

Criteria Report: ☐

Print Range / Copies :  
☐ Selected  Copies: 1

Receipt Dates (Key in a receipt date):  
4/1/2003  
4/13/2003  
4/18/2003  
Selected Date: 04/18/2002

Add Additional Filter

OK Preview Cancel Options

Distribute Freight .00 Receive All Receiving Report Payment Voucher

Print Seq.	PO Item #	Rept #	Description	Quantity	Unit	Amount
1.00	1	1	STUFF	10	EA	0.00
2.00	2	1	MORE S	20	EA	0.00
2.00	2	2	MORE S	20	EA	0.00
2.00	2	3	MORE S	20	EA	0.00
3.00	3	1	ADDITIONAL STUFF	30	EA	0.00
3.00	3	2	ADDITIONAL STUFF	30	EA	0.00
3.00	3	3	ADDITIONAL STUFF	30	EA	0.00

PO Header PO Item Receipts Receipt Notes Receipts

Ready [72KMC000 [1 Msg(s) [DA [buy new 8.1.7 [72A

Start Group... Micros... Netsca... BuyS... 7:42 PM

Document Print Preview

Zoom:
Zoom 25%
Zoom 50%
Zoom 75%
Zoom 100%
90
Ruler
Save As
Cancel

4/13/2003
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
Page 1 of 1
PURCHASE ORDER RECEIVING REPORT

PO NO: 72400261665
PO DATE: 04/13/2003
Vendor Number: 000001  
1145 MAIN ASSOCIATES  
20 WESTMINSTER ST  
PROVIDENCE RI 02903

INVOICE: STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
RIDE OFFICE OF FINANCE  
255 WESTMINSTER STREET  
PROVIDENCE RI 02903

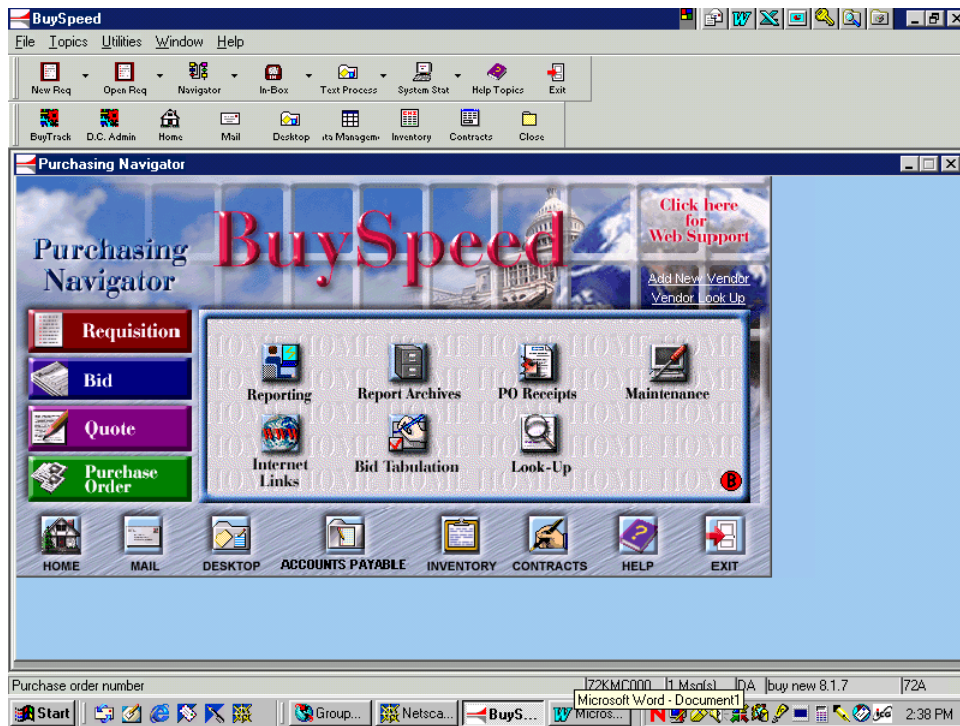
DESTINATION: STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
RIDE MAIN OFFICE  
255 WESTMINSTER ST, 6TH FLOOR  
PROVIDENCE RI 02903

ITEM	DESCRIPTION	RECEIPT ITEM ID	ORDER QUANTITY	RECEIVED QUANTITY	RECEIVED UOM	RECEIVED DATE	RECEIVED BY
2.0	MORE STUFF Item Location: DOEMAIN OFFICE Unshipped Quantity = 4	3	20	6	EA	04/18/2003	7213MC000
3.0	ADDITIONAL STUFF Item Location: DOEMAIN OFFICE Unshipped Quantity = 20	2	30	0	EA	04/18/2003	7213MC000

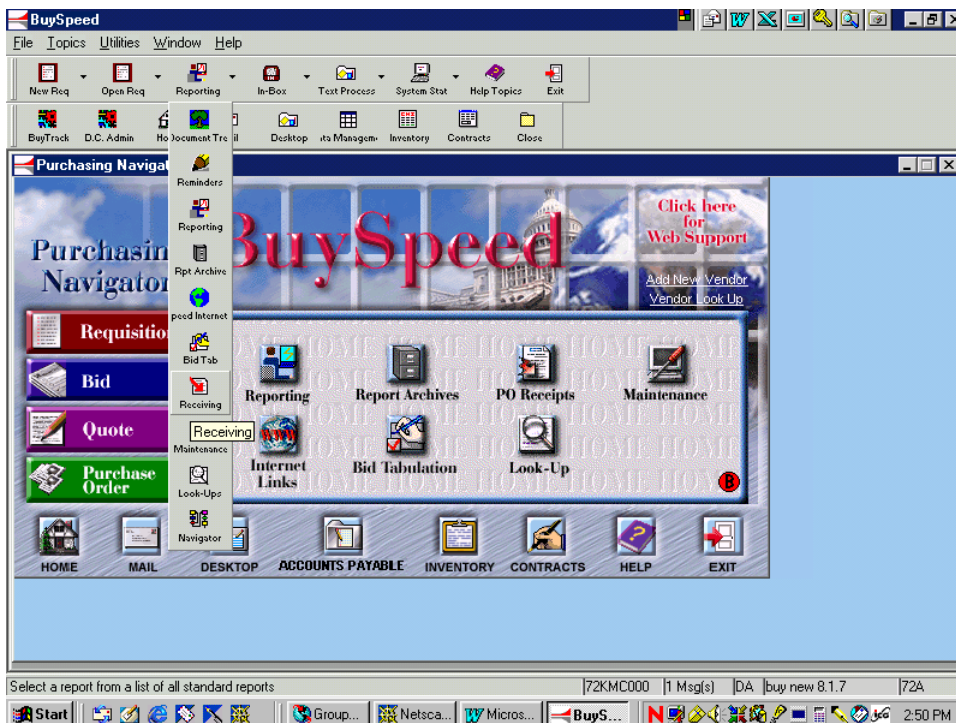


## GETTING TO THE RECEIPTS SCREEN

1. There are three ways to get to the blank Receiving Screen.
  - ◆ From the Navigator in "home" position, click on the Receipts button.



- ◆ From any screen you can select Receipts from the Toolbar or Topics Dropdown menus to open the Receipts screen.



Receiving is readily available even from the invoice screen. Remember, you can use the toolbar in ANY document screen.

**BuySpeed**

File Edit Topics Utilities View Window Help

New Req New Req New Bid New Quote New PO

Reporting Ctrl+Shift+R  
Report Archives Ctrl+Shift+A  
Internet Links Ctrl+Shift+B  
Bid Tabulation Ctrl+Shift+T  
PO Receipts Ctrl+Shift+P  
Maintenance Ctrl+Shift+M  
Inventory  
Look-Ups Ctrl+Shift+L  
Purchasing Navigator Ctrl+Shift+N  
Document Tree F7  
Accounts Payable  
Reminders

Invoice Amt: 222,895.55

Quick Pay: Final Pay All: 1

Handling Code: Electronic Funds Transfer and Wire Transfer  
Payment Terms:  
Payment Discount: 0% Supervisor Attention  
Paid - Bank/Check: 1F10 FLEET BANK / GF NON CNTRL DISB  
Now Payment Date: 12/09/2002 Requires Dept. Approval: ☒  
Dept. Approval: Date: User ID:

P.O. / Rel Nbr: 72A00246274 P.O. Description: STATE AID 03 BARRINGTON  
P.O. Amount: \$3,026,292.00  
Remaining To Invoice: \$1,900,280.41  
Buyer: 68HPC000

Click Here to Add / Edit or View Retainage, Misc Charges or Freight

Entered By: 72CMN000  
Updated By: 72CMN000  
Entered Date: 12/09/2002  
Updated Date: 12/09/2002

Vendor Number: 000065 Address Grp: 03  
Federal ID: 056000024 Short Name: BARRINGTON PUBI  
Vendor Name: BARRINGTON TOWN OF  
V.P. TREASURER, TOWN HALL  
283 COUNTY RD  
BARRINGTON RI 02806 more...  
Remit Text:

Indicate receipt of ordered items by purchase order [72KMC000] [1 Msg(s)] [DA] buy new 8.1.7 [72A]

Start Group... Netsca... Micros... BuyS... 2:55 PM

- ◆ From a Purchase Order in Partial or Complete Receipt, when you click on any "PR" or "CR" in the field next to the print sequence number, you are automatically brought to the Receipts Screen for that PO.

**BuySpeed**

File Edit Topics Utilities View Window Help

New Req Open Req Reporting In-Box Text Editor System Stat Help Topics Exit

Save Print In-Box Print Set Size List Editor Show Items Locate/Copy Status PHG Inf. Quote Cut Copy Paste Clear Select All Use

**[BLANKET] Document Manager [PO - 72A00210447-2]**

Purchase Order PO Partial Receipt  
PO Nbr: 72A00210447 2  
Description: CRANSTON NUTRITION PRGMS  
Department: ELEMENTARY AND SECONDARY EDUC  
Fiscal Year: 02  
Purchaser: CHRISTY, HELEN  
Actual Cost: \$946,988.00  
Vendor: 000593  
CRANSTON CITY OF

SHIP TO  
RIDE MAIN OFFICE  
255 WESTMINSTER ST, 6TH FLOOR  
PROVIDENCE RI 02903  
Vendor  
RIDE OFFICE OF FINANCE  
255 WESTMINSTER STREET  
PROVIDENCE RI 02903

Item	Prt. Seq.	Description	Quantity	UOM	Unit Cost	Total	Freight
42	I	1 PR 2001 SCHOOL LUNCH	116,752.00	EA	1.00	\$116,752.00	0.0
43	I	2,000 PR 2002 SCHOOL LUNCH	655,563.00	EA	1.00	\$655,563.00	0.0
10	I	3,000 PR SCHOOL BREAKFAST 2001	21,459.00	EA	1.00	\$21,459.00	0.0
11	I	4,000 CR SCHOOL BREAKFAST 2002	107,114.00	EA	1.00	\$107,114.00	0.0
40	I	5,000 PR 2001 SPECIAL MILK	460.00	EA	1.00	\$460.00	0.0
41	I	6,000 PR 2002 SPECIAL MILK	2,759.00	EA	1.00	\$2,759.00	0.0
54	I	7,000 PR SUMMER FOOD PROGRAM	8,947.00	EA	1.00	\$8,947.00	0.0
<b>Total Items</b>						<b>9</b>	<b>\$946,988.00</b>

General Items Address Notes Routing Accounting Chg Order (1) Control Custom P. O.

Ready [72KMC000] [1 Msg(s)] [DA] buy new 8.1.7 [72A]

Start Group... Netsca... Micros... BuyS... 2:46 PM